



West Windsor-Plainsboro Regional School District Job Description

Job Title: Director of Data Assessment and Accountability
Department: Curriculum and Instruction
Reports To: Chief Academic Officer
Salary Guide: WWPAA; 12 month contract
Prepared Date: 17 Aug 2023

Position Summary: Reporting to the Chief Academic Officer and working closely with key leadership team members, the Director of Data, Assessment and Accountability is responsible for the development and implementation of the vision and strategy that will guide the district's approach to data, assessment and accountability. Serves as the district's testing coordinator.

Qualifications: Valid New Jersey School Principal's endorsement or certificate of eligibility required. Administrative experience with extensive knowledge of curriculum, instruction, evaluation and state of the art practice required. Demonstrated familiarity with district curriculum, policy, laws, and regulations. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Essential Duties and Responsibilities

Administration

- Set and manage ambitious accountability goals in alignment with the district's strategy.
- Assess innovative ideas or models that will have a positive impact on student achievement.
- Design an accountability system to monitor improvements in student outcomes across schools and hold all schools accountable to providing students with an excellent education.
- Develop clear and informative school quality reporting metrics, sharing reports regularly with key stakeholders, and facilitates data-driven conversations with key leaders about how to improve school performance.
- Collaborate closely with the Director of Communications on internal and external communications to key stakeholders on the district's accountability approach.
- Oversee district and school accountability processes including development of short and long-term performance metrics and tools, development and delivery of reports on school and system performance, and works with staff at all levels to understand and use performance data.
- Recommend, develop, and validate student assessment procedures.
- Develop and implement a data processing and technology plan to ensure efficient systems for storage, retrieval and analysis of district and state testing information.
- Direct activities related to district, state, and federal planning and accountability requirements for student achievement.

- Serve as a resource and liaison for the district leadership team, school and district staff, district advisory committees, parents and community groups, and state and federal agencies on issues related to district, state and federal assessment, planning and accountability.
- Evaluate the design, validity, and reliability of assessment instruments.
- Manage data systems and codifies efficient and high-quality processes to ensure alignment with the district's approach to accountability and testing.
- Identify areas requiring additional resources and support for the purpose of closing the achievement gap among various demographic groups of students.
- Maintain confidentiality, as allowable by law, relative to student or employee records and procedures for the purpose of following regulatory and privacy guidelines.
- Maintain data, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Oversee formative and summative assessment for the purpose of improving instruction.
- Participate in meetings, in-service training, or workshops, as required for the purpose of conveying and/or gathering information required to perform job functions.
- Prepare written materials and electronic information (e.g. reports, testing data, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Provide data-driven information to the superintendent and Board of Education in the creation of policies, programs and academic programming for the purpose of ensuring accountability, compliance standards, and system effectiveness.
- Research discrepancies of information and/or documentation (e.g. reports, testing data, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Respond to inquiries of staff and administration regarding accountability areas for the purpose of providing information, direction and/or referral for addressing an inquiry.

District Testing Coordinator

- Serve as district testing coordinator for the purpose of implementing state assessment programs.
- Coordinates with other senior leaders in developing district testing protocols.

Relationship to the Chief Academic Officer

- Assist and advise the Chief Academic Officer with the establishment of annual goals and improvement objectives.
- Report regularly to the Chief Academic Officer on any developments or problems within the district coming to his/her attention and requiring the Chief Academic Officer's awareness or action.
- Accept from the Chief Academic Officer such responsibilities as the he/she chooses to delegate, and assumes full responsibility for discharging them.
- Attend board meetings and prepare reports as requested by the Chief Academic Officer or Superintendent of Schools. Attend and preside over other meetings as the Chief Academic Officer designates.
- Assume responsibility for the preparation and timely submission of all required documents and reports, in order to assure district compliance with legal requirements.

Other

- Complete observations and annual evaluations of instructional and non-certified staff, as assigned.
- Serves on various leadership teams/committees for the purpose of providing greater effectiveness with program initiatives and system goals.
- Assume other tasks and responsibilities as assigned by the assistant superintendent and the senior leadership team.

TECHNOLOGY SKILLS

Proficient in software applications pertinent to role, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, Raptor technologies, personnel database software, IEP software program, Genesis Employee Portal and Student Information System. Ability to conduct staff meetings synchronously and asynchronously.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually by the Chief Academic Officer in accordance with the New Jersey Administrative Code and Board of Education policy.

PHYSICAL DEMANDS

Physical Demands include the ability to remain in a stationary position when necessary, occasionally move about the building to access colleagues and/or supplies. Ability to operate a computer and/or other office machinery. Must be able to securely file confidential documents. Ability to communicate verbally, and in writing via technology devices or handwritten correspondence. The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities through an interactive process of determining essential duty task completion options.

TERMS OF EMPLOYMENT

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The

West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

BOARD APPROVAL DATE: 8/29/2023

CERTIFIED BY: CJ Conella
Assistant Superintendent for Personnel